

## **How to Ensure Blind Review**

Authors should remove personal information from uploaded document to ensure blind review.

Instructions for many programs/operating systems are below.

### ***Word 2007 for Windows:***

Click on the Office buttons in the upper left

Go to the Prepare item in the menu

Click on Properties

On the menu bar click on Document Properties and then Advanced Properties

The properties can also be removed by clicking on the Office button and going to Prepare and then Inspect Document. Next click on Inspect and then on Remove All next to the document properties item. Then finally Save the document.

### ***Word 2003 for Windows:***

Open the file in Word

Go to File on the menu bar

Click on Properties

Click on the Summary Tab

If anything appears that indicate the author, delete the information.

The properties items can also be removed by clicking Save As on the File menu. Click on the Tools item at the top of the Save As page. Click on the Security option. When the Security page opens check the item that reads Remove personal information from file properties on save.

### ***Word 2002 for Windows:***

Open the file in Word

In the menu, go to 'Tools' => 'Options'

Select the 'Security' tab

Under Privacy options, enable 'Remove personal information from file properties on save'

Click on 'Ok' to save the preference settings

Save the document

### ***Word 2000 for Windows:***

Open the file in Word

In the menu, go to 'Tools'=> 'Options'

Select the 'User Information' tab

Under Privacy options, select 'Remove personal information from file properties on save'

Click on 'Ok' to save the preference settings

Save the document

### ***Word 2008 for Apple/Mac:***

Open the file in Word

In the menu, go to 'Word' => 'Preferences' => 'Personal Settings'

Select the 'Security' tab

Under Privacy options, enable 'Remove personal information from this file on save'

Click on 'Ok' to save the preference settings

Save the document

***Word 2004 for Apple/Mac:***

Open the file in Word

In the menu, go to 'Word' => 'Preferences' => 'Security'

Enable 'Remove personal information from this file on save'

Click on 'Ok' to save the preference settings

Save the document

***NeoOffice for Apples/Mac:***

Open the file in NeoOffice

In the menu, go to 'NeoOffice' => 'Preferences'

Under the left-hand, 'NeoOffice' menu, select 'Security'

Enable 'Remove personal information on saving'

Click on 'Ok' to save the preference settings

In the menu, go to 'File' => 'Properties'

Disable 'Apply user data' and click on the 'Reset' button

Save the document

***OpenOffice, all platforms***

Open the file in OpenOffice

In the menu, go to 'Tools' => 'Options...'

Under the left-hand, 'OpenOffice' menu, select 'Security'

Click on the 'Options...' button for 'Security options and warnings'

Enable 'Remove personal information on saving'

Click on 'Ok' to save the preference settings

In the menu, go to 'File' => 'Properties'

Disable 'Apply user data' and click on the 'Reset' button

Save the document

## Find and remove hidden data and personal information

You can use the Document Inspector to find and remove hidden data and personal information in Word documents that were created in Microsoft Word 2010 and earlier versions. It is a good idea to use the Document Inspector before you share an electronic copy of your Word document, such as in an e-mail attachment.

1. Open the Word document that you want to inspect for hidden data and personal information.
2. Click the **File** tab, click **Save As**, and then type a name in the **File name** box to save a copy of your original document.

**Important** It is a good idea to use the Document Inspector on a copy of your original document, because it is not always possible to restore the data that the Document Inspector removes.

3. In the copy of your original document, click the **File** tab, and then click **Info**.
4. Under **Prepare for Sharing**, click **Check for Issues**, and then click **Inspect Document**.
5. In the **Document Inspector** dialog box, select the check boxes to choose the types of hidden content that you want to be inspected. For more information about the individual Inspectors, see Information the Document Inspector finds and removes
6. Click **Inspect**.
7. Review the results of the inspection in the **Document Inspector** dialog box.
8. Click **Remove All** next to the inspection results for the types of hidden content that you want to remove from your document.

### Important

- If you remove hidden content from your document, you might not be able to restore it by clicking **Undo**.
- If you want to remove hidden data and personal information from documents you save in the OpenDocument Text (.odt) format, you must run the Document Inspector every time that you save the document in this format.